

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

Post Office Box 1947  
Sacramento, CA 95812-1947  
(916) 341-4200  
(916) 327-3153 (FAX)  
(916) 327-6318 (TDD)



February 1, 2008

To: CSBG Contractors

Subject: **2007 Community Services Block Grant Information System Survey (CSBG/IS)**

As you know, all States are federally mandated to annually prepare and submit a report on the measured performance of the State and their CSBG service providers. Enclosed are forms and instructions for completing the 2007 CSBG Information System Survey (CSBG/IS). Per your CSBG contract, these reporting forms must be completed and submitted electronically to the Department of Community Services and Development (CSD) no later than **March 1, 2008**. CSD will aggregate the statewide data from all CSBG agencies, and submit the completed report concurrently to the U.S. Department of Health and Human Services (DHHS) Office of Community Services (OCS) and the National Association for State Community Services Programs (NASCSPP).

The following forms/documents are enclosed:

- CSBG Fiscal Data--Other Funds (CSD 425.OF Rev. 1/07) and Instructions
- CSBG Fiscal Data--Other Resources (CSD 425.OR Rev. 1/07) and Instructions
- CSBG Program and Management Accomplishments (CSD 090 Rev. 1/07), Instructions and Sample Stories (prepared by NASCSPP)

The above listed forms are templates and should be completed and submitted electronically. Upon completion, please e-mail all three reports to [csbgis@csd.ca.gov](mailto:csbgis@csd.ca.gov) by March 1, 2008. In the subject line of the e-mail remember to type your agency name so CSD can quickly identify the agency submitting the report.

Please read the instructions and the helpful hints before completing the survey.

If you are unable to access or submit the forms electronically, or have any questions, please contact Leslie Taylor at (916) 341-4284 or e-mail at [csbgis@csd.ca.gov](mailto:csbgis@csd.ca.gov). Thank you for your cooperation, and we look forward to receiving your survey, which will provide valuable information on the activities occurring in your agency.

Sincerely,

PAMELA HARRISON  
Community Services Division

Enclosures